

Subject: HCE annual meeting travel
From: Steven McMurray <Steven.McMurray@noaa.gov>
Date: Fri, 23 Oct 2009 13:12:16 -0400
To: oar.sg.hce@noaa.gov
CC: "Nikola.Garber" <Nikola.Garber@noaa.gov>, Mary Robinson <Mary.Robinson@noaa.gov>

To the HCE:

Information on travel and registration for our upcoming annual meeting (December 9-10) in Silver Spring is below. Please review the information and make your arrangements at your earliest convenience. Feel free to contact me with any questions as you are making your arrangements.

Best Regards,
Steve

Meeting location

We will be meeting in Silver Spring NOAA building 3, "SSMC3" (1315 East-West Highway). The attached map shows the location of building 3 relative to hotels in the area.

Flight Arrangements

Travelers must contact ADTRAV at 301-713-2407 and reserve your airline ticket. Before you call, you can check available flights here:

<http://www.fedtravel.com/flight-search.html>

Once ADTRAV books your ticket, please request that mary.robinson@noaa.gov also receive a copy of your travel itinerary. The ticket will be paid for by the National Sea Grant Office.

Baltimore (BWI) and Reagan National (DCA) airports are most convenient. If you fly into DCA, you can take the metro to Silver Spring:

<http://www.wmata.com/> If you fly into BWI, there are a number of options you can take to get to Silver Spring:

<http://www.bwiairport.com/en/travel/ground-transportation>

Submit receipts for metro, roundtrip airport shuttle service and checked baggage to the National Office for reimbursement.

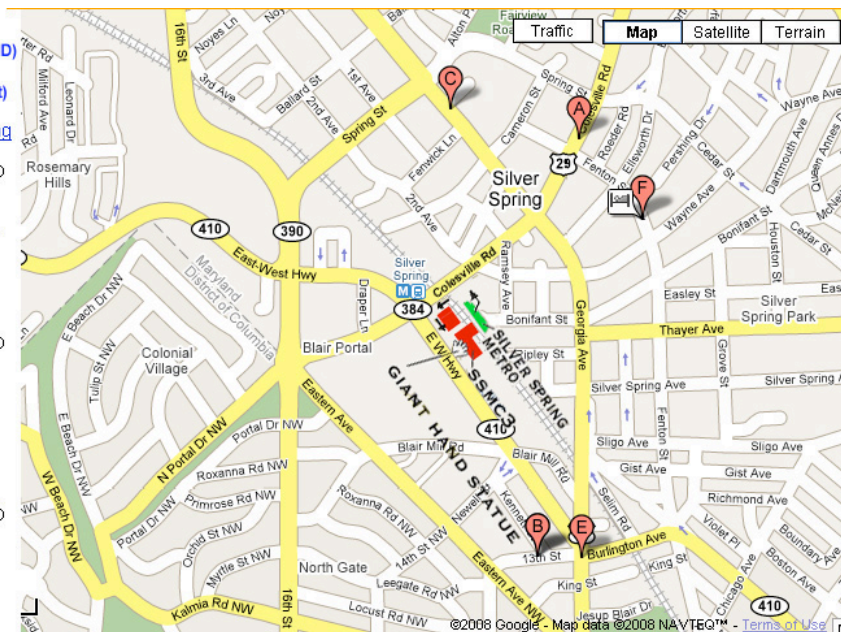
Lodging

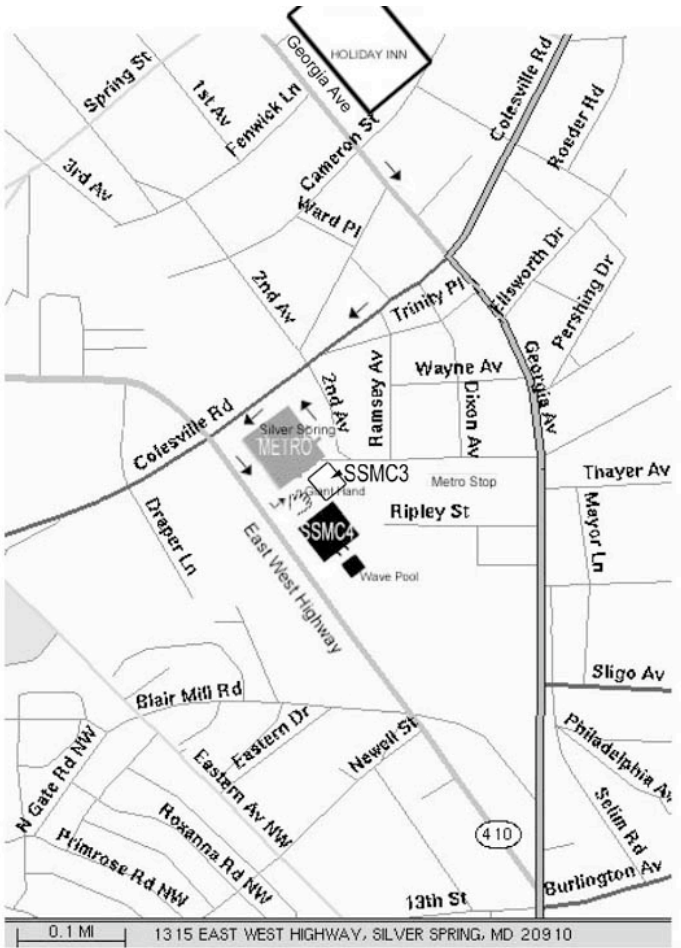
I've attached a map of hotels in the Silver Spring area. You can contact the hotels directly, or make your hotel arrangements with ADTRAV when you book your flight. Make sure you ask for a government rate when booking through the hotels directly. Please send the National Office your receipts.

Steven E. McMurray
Sea Grant Fellow
Coordinator, SSSS and HCE focus areas
National Sea Grant Office
1315 East-West Highway, R/SG
Silver Spring, MD 20910
Phone: 301-734-1181
Fax: 301-713-0799 Email: steven.mcmurray@noaa.gov

Hotels near NOAA
(1315 East West Highway, Silver Spring, MD)
Building SSMC3
(the one with the Giant Hand statue in front)

- A** [Hilton Washington DC/Silver Spring](#) - [more info »](#)
8727 Colesville Road, Silver Spring, MD
(301) 589-5200 - ★★☆☆☆
- B** [Days Inn - Silver Spring](#) - [more info »](#)
8040 13th Street, Silver Spring, MD
(301) 588-4400 - ★★☆☆☆
- C** [Crowne Plaza Hotel Washington Dc-Silver Spring](#) - [more info »](#)
8777 Georgia Avenue, Silver Spring, MD
(888) 444-0401 - ★★☆☆☆
- D** [Travelodge - Silver Spring](#) - [more info »](#)
8040 13th Street, Silver Spring, MD
(301) 495-0808 - ★★☆☆☆
- E** [Ramada - Silver Spring](#) - [more info »](#)
7990 Georgia Avenue, Silver Spring, MD
(301) 565-3444 - ★★☆☆☆
- F** [Courtyard-Downtown](#) - [more info »](#)
8506 Fenton St, Silver Spring, MD
(301) 589-4899 - ★★☆☆☆





Map to NOAA Headquarters Building SSMC3 from the Silver Spring Metro Stop, and from the Holiday Inn on Georgia Avenue.

| | |
|---------------------|--------------------------|
| ssmc3-hotel-map.jpg | Content-Type: image/jpeg |
| | Content-Encoding: base64 |

| | |
|-----------|--------------------------|
| hqmap.jpg | Content-Type: image/jpeg |
| | Content-Encoding: base64 |